

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☐ UNCLASSIFIED

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name <b>Kansas Department for Children and Families</b>		9. Position No. <b>K0230949</b>	10. Budget Program Number 629/55100		Agency Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) <b>Social Work Supervisor</b>				
3. Division <b>Prevention and Protections Services</b>		12. Proposed Class Title				
4. Section <b>Prevention and Protections Services</b>	For  Use  By	13. Allocation				
5. Unit <b>Kansas Protection Report Center</b>		14. Effective Date				
6. Location (address where employee works)  City Topeka County Shawnee		15. By	Approved			
7. (circle appropriate time) Full time <b>X</b> Perm. Inter. Part time Temp. %	Personnel	16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time)  FROM: 4:00 PM To: 12:00 AM		Office	17. Audit Date: By: Date: By:			
						Position Number

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This position is 1 of 4 supervisors responsible for management and supervision of this statewide 24/7 program which receives, processes and disseminates reports of adult and child abuse/neglect. This position's supervision responsibilities will include KPRC intake worker/administrative specialists and social worker/protection specialist. This position may be responsible to work state holidays.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Jane Meschberger PSE II K0154564		

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Jane Meschberger PSE II K0154564		

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed from general direction of laws, agency policy and procedures and child welfare best practice. Employee must exercise foresight, initiative and interpersonal skills. Verbal and/or written assignments are general and outcome oriented, allowing for, and requiring the employee considerable latitude for independent judgment.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
25%	E	Manage intake worker/administrative specialists and social worker/protection specialist positions by following agency policy and requirements and developing Performance Management Process objectives and expectations representative of the KPRC outcomes.
25%	E	Supervises intake worker/administrative specialists and social worker/protection specialist by directing work assignments providing training on job tasks, agency policy and KPRC procedures, coaching to improve skills and efficient work habits and meeting with employees regularly.
10%	E	Respond without delay to concerns from public and request or inquiries from regional PPS employees regarding actions and decisions of KPRC.
10%	E	Assess equipment functioning and needs to communicate requests to Information Technology and Telecom support and develop contingency plans as indicated.
10%	E	Participate in the development of DCF and KPRC policies, procedures and program development. Communicate procedures and changes to KPRC employees.
10%	E	Manages according KPRC outcomes by monitoring and analyzing data from database systems and UCCX reports.
10%	E	Perform other duties as assigned by the KPRC Administrator or Deputy Director or Director of Protection and Prevention Services.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
(X) Plans, staffs, evaluates, and directs work of employees of a work unit.  
( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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[illegible]

## Administrative Specialists

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23. Which statement best describes the results of error in action or decision of this employee?

- ☐ Minimal property damage, minor injury, minor disruption of the flow of work.
- ☐ Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ☐ Major program failure, major property loss, or serious injury or incapacitation.
- ☒ Loss of life, disruption of operations of a major agency.

Please give examples.

The agency's actions for the safety and welfare of children and vulnerable adults in Kansas is initiated in this program area.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contacts made with staff in other DCF offices and divisions, affiliate agencies, and the public to manage statewide reporting functions.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Stress related to heavy volume of work, particularly during periods of peak demand and under staffing, working with hostile, abusive clients, agency and community expectations conflict and legal liability.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Telephone - Daily

Personal Computer - Daily

Information Systems - Daily

Fax Machine - Daily

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### **PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Licensed Behavioral Sciences Regulatory Board (BSRB) professional as determined relevant by the agency. Must have license at the time of hire.

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Education or Training - special or professional

One of the following required :

Bachelor's or Master's in Social Work (Licensed Social Worker)

Master's in Professional Counseling (Licensed Professional Counselor)

Master's in Marriage and Family Therapy (Licensed Marriage and Family Therapist)

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Licenses, certificates and registrations

Current license from the Kansas Behavioral Sciences Regulatory Board

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Special knowledge, skills and abilities

This employee must have the ability to communicate clearly in person, by phone and in writing. The employee is expected to have the ability to apply proper interviewing techniques, knowledge and application of ethical standards, principals, and practice of social work, Professional Counseling or Marriage and Family Therapy. The employee must be able to develop cooperative and satisfactory contacts with the general public, collaterals, and other professionals.

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Experience - length in years and kind

A minimum of two years of experience investigating child and/or adult abuse and neglect with DCF.

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

This employee must have the ability to communicate clearly in person, by phone and in writing. The employee is expected to have the ability to apply proper interviewing techniques, knowledge and application of ethical standards, principals, and practice of social work, Professional Counseling or Marriage and Family Therapy. The employee must be able to develop cooperative and satisfactory contacts with the general public, collaterals, and other professionals. This employee must be able to identify and analyze problems and to select, implement and evaluate solutions. This employee must be able to travel throughout the state.

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\_\_\_\_\_  
Signature of Employee                      Date

\_\_\_\_\_  
Signature of Personnel Official                      Date

**Approved:**

\_\_\_\_\_  
Signature of Supervisor                      Date

\_\_\_\_\_  
Signature of Agency Head or  
Appointing Authority                      Date